

# FINANCIAL SYSTEMS MANAGER

**GRADE: 27**

**FLSA: EXEMPT**

## CHARACTERISTICS OF CLASS:

The Financial Systems Manager performs complex professional and difficult administrative work managing the activities of various Divisions within the Department of Finance. The work requires regular contacts both within and outside the unit to carry out programs and explain specialized matters with occasional contacts with higher level personnel on matters requiring cooperation, explanation and persuasion. The physical work is limited in nature, mostly in an office setting with often serious mental stress and effort in handling multiple tasks and meeting deadlines. The work, by its nature and scope, is subject to functional policies and goals under the general managerial direction of the Director of Finance. The incumbent participates with others in program development, service delivery and supervision of subordinate staff.

## EXPECTATIONS OF ALL CITY EMPLOYEES:

- Learn and demonstrate an understanding of City, department, division and team goals.
- Serve and meet the needs of customers during routine or emergency situations.
- Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.
- Ability to assess his/her work performance or the work performance of the team.
- Plan and organize his/her work, time and resources, and if applicable that of subordinates.
- Contribute to the development of others and/or the working unit or overall organization.
- Produce desired work outcomes including quality, quantity and timeliness.
- Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.
- Understand and value differences in employees and value input from others.
- Consistently report to work and work assignments prepared and on schedule.
- Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

## EXAMPLES OF DUTIES:

- Manages a major division in the Finance Department, including supervising, planning, coordinating, reviewing, and evaluating the work of a staff consisting of professional and clerical personnel.
- Instructs subordinate employees on technical financial problems and in the interpretation and application of financial management office rules, regulations, and procedures.

- Maintains employee files accurately to properly compensate each employee.
- Keeps abreast of all federal and state laws affecting the employees' paycheck and implements properly.
- Oversees the preparation of all monthly, quarterly and year-end (fiscal and calendar) reports such as W-2's, 941's, state unemployment wage reports and state tax reconciliation reports.
- Manages and administers the daily activities of the City's Payroll/Human Resources and Financial systems, which includes reviewing and verifying system assurance reports to ensure the systems are in balance.
- Manages the systems suspense files to ensure all daily transactions are complete and correct; establishes security (passwords) and defines user profiles unique to each of the City's operations.
- Maintains system-wide master tables relative to the operation of the Payroll/Human Resource and Financial systems.
- Serves as main liaison between the Finance Department, and the Information and Technology and Personnel Departments.
- Trains new employees on the Payroll/Human Resources and Financial systems applications as needed.
- Serves as lead person in learning new versions of the Payroll/Human Resource and Financial Applications Systems and software and serves as project leader/consultant for implementing all new software.
- Develops custom reports as necessary using the appropriate equipment and software.
- Serves as the City liaison to the Payroll/Human Resource and Financial systems groups.
- Oversees the payment of the City's health, life and dental insurance and the payment of all the City's utility bills.
- Administers the City's retirement plans: serves as main liaison for the City with its pension and deferred compensation carriers; responsible for the preparation of actuarial data provided to actuary for the development of the City's annual actuary report; provides benefit calculations for all City employees concerning retirement estimates, which include annuity, lump sum and buyback of credited service; responsible for ensuring that the City's pension plan document is administered properly; serves as a support staff member on the Retirement and Disability Board.
- Administers the City's automated time and attendance system, which collects and tracks time data for employees and interfaces this information to the City's Payroll system. Implements the system as well as installs new releases and features.
- Administers the City's Flexible Spending Account Program system. Processes and maintains all employee files and accounts and produces reports and data that pertain to any dependent care or medical reimbursement claims. Updates the system with new releases and features.
- Electronically transmits all Federal, FICA, Medicare and State taxes as well as all pension and deferred compensation contributions, State mandated reports.

- Quarterly Wage Report and New Hire reports and check data to the appropriate institutions.
- Develops special reports for external and internal use; oversees the financial implementation of all employee groups' agreements; assists in the preparation of the City's annual financial statements and the year end closing of the financial systems. Works with the City's auditors in reviewing the City's financial statements.
- Plans, evaluates and reviews financial operating procedures for Finance staff use.
- Performs special projects and work as may be assigned and/or required.
- Keeps abreast of any laws that affect the administration of the flexible spending account program, program administration, FICA, Federal and State taxes, etc.
- Assists in the closing of the City's books on a monthly and quarterly basis in order to prepare the annual financial reports.
- Resolves, assures and formulates policy related to commitments shared with the IT Department.
- Performs other duties as required.

### **QUALIFICATIONS:**

#### **Required Training and Experience:**

Any combination of training and experience substantially equivalent to a Bachelor's Degree (required) Master's Degree (preferred) from an accredited college or university in Finance, Business Administration or a closely related field including courses in EDP systems, and five years of progressively responsible supervisory experience related to financial systems.

#### **Preferred Knowledge, Skills and Abilities:**

- Knowledge of the principals of sound financial management and public administration.
- Knowledge of tax laws applicable to Payroll, Deferred Compensation, Pension and other employee related benefits.
- Knowledge of Payroll and Accounting EDP hardware and software systems.
- Skill in managing multiple projects and programs.
- Skill in proper application of laws relevant to the work.
- Ability to identify, analyze, develop and manage EDP Financial Systems.
- Ability to develop acceptable policies and procedures, relative to the work.
- Ability to deal, communicate, motivate, influence and work effectively with individuals at all levels both within and outside the organization.